

This Computes!



Department of Health Services Children's Medical Services Network (CMS Net) - Information Bulletin #118

New!! Medical Supply Grouping Feature Now Available for Web-Based Authorizations

INTRODUCTION

Effective 06/26/2005, a new feature to facilitate authorization of certain groups of medical supplies will become available to SAR users. This system greatly streamlines the selection and authorization of individual medical supplies, correct medical supply codes, and appropriate quantities. In addition, CCS Special Care Centers have indicated the lists will serve as a useful guide for prescribing supplies, and for the medical supply vendors when submitting requests for authorization.

The following medical supply groupings are included in this new feature:

- Tracheostomy Care Supplies
- Respiratory Suction Supplies
- Oxygen Delivery Supplies, Accessories, and Refills
- Enteral Feeding Supplies—Bolus/Gravity
- Enteral Feeding Supplies—Pump

This feature displays a list of individual supplies, codes, descriptions, and suggested quantities for items within each category above. The items and quantities listed are the result of months of careful selection of those items which will meet the needs of the majority of CCS clients with related impairments. Special Care Centers, County CCS staff, and providers were consulted and provided feedback in selection of these items. Items were chosen with consideration of the frequency of requests for the item and appropriateness for home care. Cost effective alternatives have been listed instead of more costly items sometimes requested. Thus most "care kits" are not included in the selection (such as tracheostomy care kits) as such kits were found to contain many unnecessary and costly items. All necessary items that would be included

in these kits are individually listed in the corresponding grouping. Manufacturer codes cannot be designated in this feature (see This Computes on Manufacturer Codes).

The system allows medically necessary items to be selected from the list. Suggested quantities can be quickly authorized, but the quantities may also be changed for those clients with unusual needs as evidenced in the medical documentation. Items not listed may be individually added to the SAR, as necessary, using the existing process to “Search and Select” service codes for those items.

IMPLEMENTATION

To access the new Medical Supplies selection feature use the following step-by-step procedure:

On Enter SAR Screen:

- Click on “Add Services” button.
- Click on “Medical Supply Group” option.
- Select desired supply group.
- Click “Search”. Items in selected group will be displayed.

On Select Services Screen:

Note the following:

- The “Service Code” column displays the correct medical supply code for the item. It does not allow designation of a manufacturer modifier.
- “CMS Description” column displays detailed descriptions of the suggested items.
- “Multiplier” column always defaults to “1”. Explanation of this function follows below.
- “Suggested Units” column displays the suggested quantity of items to authorize.
- “Suggested Frequency” column displays the unit of time appropriate for each suggested quantity (frequency of renewal).

Click the “Select” box for each item to be authorized. Do not select items that will not be authorized.

- If the “Suggested Units” and “Suggested Frequency” display the correct quantity of items to be authorized for your dates of service.

Ex. "1" unit (item) for "6 months". If your DOS will be a 6 month period, you need do nothing further in these columns. The total items entered on the SAR in this example will be 1 item in a 6 month period. *

- To change the multiplier to accommodate desired dates of service, change the number designated in the "Multiplier" box and the system will automatically calculate a new total.*

Ex. The default is "1" unit "per month" but you want to authorize for a 6 month period, enter "6" in the "Multiplier" box. The total items entered on the SAR for your dates of service will then be 6.

- To change the "Suggested Units" column to authorize a different quantity than suggested, enter the desired number in the box. Ex. the "Suggested Units" is "300" items "per month", and you wish to authorize only 150 items per month, enter 150 in the "Suggested Units" box.

Repeat this procedure as necessary for each item authorized.

*All totals will be calculated automatically and will appear on the "Enter SAR Screen".

When all desired items are selected and necessary multipliers are entered, click "Continue."

On Enter SAR Screen:

All items and quantities selected will be shown on this screen. Calculated quantities appear in "Units" column. "Quantity" and "Amount" columns remain blank.

Edits available to the user on this screen include:

- Individual items may be "Removed" from the authorized list.
- "Units" may be edited if necessary.

To add additional items, select "Add Services," and continue the procedure described above.

Note the individual "Medical Supplies Search" option is still available on the "Select Services Screen" for all those medical supplies not yet available as a grouping option and for entry of medical supplies not listed in the groups but which are medically necessary for an individual client.